

SUBJECT: AMERICAN PETROLEUM INSTITUTE (API) AWARDS – ARMY PILOT PROGRAM

1. Purpose. The purpose of the API awards program is to identify and recognize excellence in petroleum management and fuel handling within the U.S. Army; to identify and recognize individuals for superior contributions to Army petroleum operations and the DoD fuel support mission as well as to enhance morale and esprit de corps within the Army petroleum community.
2. Scope. All petroleum related operations in the U.S. Army, worldwide.
3. Background. The American Petroleum Institute (API) is an internationally recognized trade organization for the petroleum industry. It sets standards and provides technical direction for all aspects of petroleum production, refining, measurement, and fuel handling on a worldwide basis. The API award program is under the sponsorship of that organization.
4. Policy. The Army Petroleum Center (APC) will administer an Army pilot program. Favorable results of the pilot program will solidify a permanent Army API awards program with expanded categories in the future.
5. Pilot Program. The pilot program will have two categories. Category I will honor Army Installation Fixed Bulk and/or Retail Petroleum Operations. Category II will honor the individual achievements and contributions of a fixed fuel facility operations/maintenance support personnel.

6. Awards. The performance period that will be evaluated is **1 January 2003 through 31 December 2003**.

a. Fixed Facility Award. A fixed facility is defined as a permanently installed piece of real property with hard shell tanks, permanently installed pipe, paved driving surfaces, etc. The winner in Category I will be presented a perpetual trophy sponsored by API for display until the next award period and a commemorative plaque for permanent display along with a letter of recognition. Likewise, the runner-up in Category I will be recognized and presented a commemorative plaque and a letter of recognition.

b. Individual Award. A Fixed Fuel Facility Operations/Maintenance Support Operator will be recognized. The winner will be honored as the "Outstanding Army Fuel Facility Personnel of the Year" and presented with a commemorative plaque and a letter of recognition. Additionally, his/her name will be inscribed on two perpetual plaques, one displayed at the APC and one displayed at the QMC&S PWD.

7. Eligibility

a. Fixed Facility Award. Fixed facility operation award competition will be open to all permanently installed fuels infrastructure on military installations. Examples are bulk storage/issue facilities, retail fuel points (gas stations), airfield hydrant refueling systems, rapid refueling systems or any combination of the above. Government-Owned Government-Operated (GOGO), Government-Owned Contractor-Operated (GOCO), and Contractor-Owned Contractor-Operated (COCO) facilities are all eligible to compete.

Fixed Fuel Facilities are ineligible if they, during the evaluation period, received a less than satisfactory rating in Aviation Resource Management Survey (ARMS) or similar Command inspections; caused a major accident, incident, or fuel spill; had a fatality due

to negligence; did not perform monthly inventory reconciliation for two consecutive periods; or repeatedly incurred inventory gains/losses that exceeded the allowable tolerance.

b. Individual Award. All U.S. Army military, civilian (government and contract) and outside contract employees who are assigned to, and have performed in, an Army installation fixed fuel facility support position during 1 January 2003 to 31 December 2003, are eligible to compete.

8. Nominating Procedures. Self-nomination procedures will be used.

a. Fixed Fuel Facilities. Fixed fuel facility operations desiring to compete should forward a concise self-appraisal via their appropriate chain of command, to the APC. Appendix A provides guidelines for preparing a self-appraisal package.

(1) Self-appraisals submitted by the participating activities must be limited to one cover page and two pages of text/accomplishments. An enclosure of graphics, photographs, etc. may be included but is limited to no more than five pages.

(2) The self-appraisal should highlight major accomplishments and significant contributions to Army fuel operations during the performance period of 1 January 2003 – 31 December 2003. To expedite processing, the site is encouraged to submit the appraisal electronically.

(3) The respective chain of command will review nomination packages, select/rank contenders from each category and forward the names, ranking, and packages to APC to compete in the final selection process. The data and packages must arrive at APC no later than 30 April 2004. (Paragraph 11 states timelines.)

b. Individual Award. Commands desiring to nominate individuals should forward a nomination package containing a unit/organization transmittal letter, personal data sheet and letter listing the nominee's specific accomplishments. The package shall be routed via their appropriate chain of command to the APC.

(1) The personal data sheet should be typed on plain bond paper in 10 or 12 pitch font with one-inch margins and contain: (double space between each category)

NAME OF NOMINEE (First, Middle Initial, Last)

RANK/GRADE:

DUTY TITLE:

ASSIGNED ORGANIZATION AND LOCATION:

BRIEF DUTY/POSITION DESCRIPTION:

NAME OF NOMINATOR (First, Middle Initial, Last)

RANK/GRADE:

DUTY TITLE:

ASSIGNED ORGANIZATION AND LOCATION:

DUTY PHONE: (DSN and Commercial)

E-MAIL ADDRESS:

(2) The letter of specific accomplishments should be typed on plain bond paper in 10- or 12-pitch font, single spaced and with one-inch margins. Each page must contain a header with the full name of the individual being nominated. The letter must be limited to no more than 2 pages of text. The text should highlight the individual's specific accomplishments during the award period.

(3) Commands will review the respective nomination packages, select/rank contenders and forward the packages to APC to compete in the final selection process. The data and packages must arrive at APC no later than 30 April 2004 for consideration.

9. Electronic submissions will be sent to [POL.AWARDS@usapc-emh1.army.mil](mailto:POL.AWARDS@usapc-emh1.army.mil)

Hard copy submissions will be mailed to:

Army Petroleum Center  
Facilities and Operations Division  
8725 John J. Kingman Road, Stop 6241  
Fort Belvoir, VA 22060-6241

10. Selection Procedures. The APC will empanel a team of fuels professionals who will evaluate and rate the top nomination packages in each category forwarded by the major claimant.

a. Fixed Facility Award. The evaluation will be based upon outstanding contributions to the Army fuel mission during the rating period as well as overall satisfactory performance in all areas of petroleum management, environmental protection, and any other significant accomplishments. Appendix A provides the evaluation criteria that will be used. The fixed facility operations with the highest scores may be selected for an on-site visit. On-site visits are conducted to validate self-appraisal data, observe facilities and operations first-hand, communicate with personnel, and collect data/ideas for use/implementation at other activities. If no site visits are scheduled, the fixed facility operation with the highest score/rating on the self-appraisal will be declared the winner and the second fixed facility operation, the runner-up.

b. Individual Award. The evaluation will be based upon outstanding contributions to the Army fuel mission, duty performance, self-improvements, community relations, and other significant accomplishments. Winners will be notified to provide APC with a 4 X 6 inch, head and shoulder color portrait; military personnel in uniform and civilian employees in comparable civilian dress.

11. Award Presentation and Trophy Custody

a. Fixed Facility Award. APC will arrange with the winning activity for the presentation of the API trophy at an appropriate ceremony. The trophy will remain in the custody of the winning activity until requested for presentation at the next award ceremony. The winning activity should prominently display the API trophy to attract maximum military and public notice. Care should be exercised at all times to preserve the trophy for future presentations. The activity in possession of the trophy will be asked to repack and reship the trophy (per instruction provided by APC) in sufficient time

to prepare the trophy for presentation to the next winner. The winning activity will also receive a commemorative plaque for permanent display.

b. Individual Award. The individual award winner will be presented a letter of recognition and a commemorative plaque at an appropriate ceremony. A perpetual plaque will be displayed at APC and the QMC&S PWD inscribed with the winner's name.

12. Time Table. Suspense date for all actions is the **last working date of the month specified**. Late submissions are not accepted.

JAN 2004	APC notifies and solicits nominations from eligible activities/individuals for the current year's award. (The award period for the pilot program is 1 January 03 through 31 December 03.)
MAR 2004	Army activities forward self-appraisals and individual nominations via their appropriate chain of command for evaluation and nomination.
APR 2004	Chain of Command forwards self-appraisal and individual nominee packages and ranking from each category to APC for consideration in final selection process.
JUN 2004	A review board of Army fuels professionals will evaluate respective self-appraisals and nominee packages of the top contenders in each category and select the winner and runner up. The final activity selection process may include a site visit.
AUG 2004	APC formally announces the winner in each category and coordinates award presentations.
SEP 2004	Awards Ceremony

Questions, comments, and recommendations should be addressed to:  
Army Petroleum Center  
8725 John J. Kingman Road, Stop 6241  
Fort Belvoir, VA 22060-6241  
DSN 427-0647/0649, COM (703) 767-0647/0649  
FAX extension -0669

Information and special notices on the award program will be posted on the APC web site <http://www.usapc.army.mil/>

## APPENDIX A: EVALUATION GUIDE – FIXED FACILITIES

The following is a list of major areas of interest with applicable sub areas. All major areas should be addressed in the self-appraisal brochure. Sub areas listed are not all inclusive; this list is only to serve as a memory jogger in preparing the self-appraisal package. There is no limit on the number of sub areas that may be addressed but care must be taken to stick to the length criteria established in paragraph 8 of the memo.

1. ADMINISTRATION AND MANAGEMENT (50 points)
  - a. Mission, assignments, special support, etc.
  - b. Manpower, equipment, facilities, etc.
  - c. Inspections, audits, technical assistance visits, etc.
  - d. Reference material, instructions, checklists, etc.
  - e. Energy conservation, product recovery, etc.
2. FUEL OPERATIONS/MISSION SUPPORT (50 points)
  - a. Products and amount handled
  - b. Organizations/activities supported
  - c. Number of transactions performed, response time, etc.
  - d. Vehicle inspection and maintenance procedures
  - e. Checklists, logs, instructions, etc.
3. INVENTORY CONTROL AND ACCOUNTING PRACTICES (50 points)
  - a. Inventory practices and procedures, etc.
  - b. Gain/loss analysis and inventory reconciliation
  - c. Accounting and billing procedures – FAS proficiency, etc.
  - d. Product recovered, money saved, etc.
  - e. Reports, audits, etc.
4. QUALITY SURVEILLANCE (50 points)
  - a. Formal quality surveillance program, etc.
  - b. Sampling and testing procedures, etc.
  - c. Test results, logs, records, etc.
  - d. Housekeeping, etc.
  - e. Equipment availability, condition, etc.
5. FACILITIES/EQUIPMENT MAINTENANCE, REPAIR AND UPKEEP (50 points)
  - a. Programmed maintenance actions, etc.
  - b. Inspections, documentation, corrective action, etc.
  - c. Publications, checklists, logs, etc.
  - d. Records and reports
  - e. Corrosion control, product identification/markings, etc.
6. FACILITY PLANNING AND PROJECT EXECUTION (50 points)
  - a. Facility inspections
  - b. Military Construction (MILCON) projects
  - c. Maintenance, Repair and Environmental (MRE) projects
  - d. Deficiency identification, reporting, follow-up actions
  - e. Emergent projects
7. TRAINING (50 points)
  - a. Indoctrination and apprenticeship programs, etc.
  - b. Driver/equipment operator certification/proficiency, etc.
  - c. Supervisory, recurring and specialized training

- d. Records and documentation
  - e. Availability of reference and training material/equipment
8. SAFETY (50 points)
- a. Safety surveys
  - b. Spill prevention and controls, etc.
  - c. Evacuation and emergency procedures, etc.
  - d. Training drills and documentation
  - e. Availability and condition of personnel protection and lifesaving equipment (eyewashes, emergency showers, etc.)
9. FIRE PREVENTION AND PROTECTION PRACTICES (50 points)
- a. Training received/given, drills conducted, etc.
  - b. Fire prevention and control program/plans, etc.
  - c. Availability/condition of fire-fighting equipment, etc.
  - d. Contact with local public safety office
  - e. Alarm/reporting procedures, etc.
10. ENVIRONMENTAL MANAGEMENT (50 points)
- a. Spill Prevention Control and Countermeasures Plan
  - b. Oil and Hazardous Substance Contingency Plan
  - c. OPA 90
11. SIGNIFICANT ACCOMPLISHMENTS (100 points)
- a. Self-help and special projects, operations supported, etc.
  - b. Reclamation, resource/money saving projects, etc.
  - c. Letters of appreciation, awards, decorations, etc.
  - d. Community support/relations, etc.
  - e. Any task that is outside the extent of routine operation.

A total of 600 points is available. Each panel member will evaluate and assign a point value for each major area up to the maximum as shown. At the conclusion of the evaluation, all team member scores will be totaled to derive an overall score for the fixed facility operation.